

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY PERSONNEL COMMITTEE**
December 4, 2009

PRESENT: Tom Diedrick, Libbie Miller, Keith Pamperin

ALSO PRESENT: Sunny Archambault

The meeting was called to order by Mr. Diedrick at 1:10 p.m. on Friday, December 4, 2009.

ADOPTION OF AGENDA: Ms. Miller moved to adopt the agenda. Mr. Pamperin seconded.
Motion Carried.

DISCUSSION AND RECOMMENDATION OF PANDEMIC FLU POLICY: A draft policy based on one adopted by Portage County was reviewed. The policy would **only** go into effect if the County Executive proclaims a H1N1 emergency exists. The policy allows the director to ask an employee to leave work if the employee exhibits H1N1 symptoms. It also allows the director and/or board chairperson to waive the requirement that an employee needs a physician's signature before returning to work. In addition, an employee may borrow up to 40 hours of casual leave during this time. This leave would be deducted from the next year's benefit or would be required to be paid back if the employee left before accruing this benefit. Mr. Pamperin moved to support this recommendation and to forward the policy to the board for its consideration. Ms. Miller seconded. **Motion Carried.**

The committee also reviewed the Continuity of Operations Plan which is required in the policy. Ms. Archambault stated that staff had received training in this area at its November all staff meeting.

DISCUSSIN AND RECOMMENDATION RE: USE OF CASUAL DAY BENEFIT:

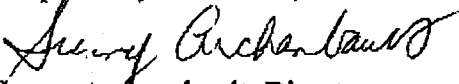
Ms. Archambault stated that the current policy requires that casual leave must be used first if an employee is ill. She is requesting that if furlough days remain in the budget for next year, that for 2010 or ly, employees have the option of using their vacation or personal days in place of the casual day. Mr. Pamperin moved to support this recommendation and to forward it to the board for its consideration. Ms. Miller seconded. **Motion Carried.**

CLOSED SESSION: Ms. Miller moved and Mr. Pamperin seconded to go into closed session pursuant to 19.85 (1) of Wisconsin Statutes: Considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility – Evaluation of Aging & Disability Resource Center of Brown County Director. **Motion Carried.**

RETURN TO OPEN SESSION: Ms. Miller moved to return to open session. Mr. Pamperin seconded. **Motion Carried.** Mr. Diedrick noted that the committee had reviewed the director's self-evaluation and that they would be adding their comments to the assessment.

ADJOURNMENT: Mr. Pamperin moved to adjourn. Ms. Miller seconded. Meeting adjourned at 2:10.

Respectfully Submitted,


Sunny Archambault, Director